



37 Sudden St., Watsonville, CA 95076
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Gallery Hours: Wednesday – Sunday 11am-4pm

Executive Director: Valéria Miranda
Office Manager: Brianna Flores
Exhibition Coordinator: Hedwig M. Heerschop
Gallery Coordinator: Bianca Jimenez Gutierrez
Program Coordinator: Josefina Rocha

PAJARO VALLEY ARTS

DEVELOPMENT COORDINATOR

Job Description

Position Overview: The Development Coordinator is responsible for PVA’s development and fundraising management (in particular of the newly acquired Porter Building), under the supervision of the Executive Director. This part-time (10-20 hours per week) at-will hybrid position is paid hourly, and includes PTO/Holidays. It does not include medical/dental benefits. The Development Coordinator must be available to work occasional weekends and evenings.

This position requires an individual who is especially detail-oriented and has strong organizational skills. It requires an individual who is skilled at fundraising management including donation acknowledgements and database management. The selected candidate should be comfortable with identifying and pursuing creative problem solving, as well as have the ability to effectively write and communicate in a concise manner to a variety of stakeholders.

Position Responsibilities:

- Process donations, generate and track tax-receipts and acknowledgement letters
- Manage campaign prospect identification and evaluation
- Collaborate in the development of campaign materials
- Assist in the development of a case study
- Work with PVA to identify key prospects and communications groups
- Assist in conducting interviews with key prospects
- Assist in conducting interviews with key communications groups
- Oversee prospect calls and follow-ups assisted by volunteers
- Promote donor stewardship and cultivation
- Work with 40 Year Anniversary Committee to identify potential campaign events
- Develop donor tracking and assist with donor recognition
- Work with PVA staff and board on the management of public information and public relations plan
- Assist in developing collateral materials and use of social networking opportunities
- Assist in development of a volunteer Campaign Group
- Collaborate with the Executive Director on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
- Monitor and ensure the appropriate follow up occurs with donors and supporters

REQUIREMENTS:

Two or more years work or related experience which demonstrates:

- Fundraising experience

- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Strong written and oral communication skills. Bilingual English/Spanish preferred.
- Strong public speaking skills.
- Professional, transparent, and high integrity leadership.
- Ability to effectively communicate the organization's mission to the overall community.
- Demonstrated ability to collaborate with staff and volunteers.
- Solid organizational abilities, including planning, delegating, program management and task facilitation.
- Strong work ethic with a high degree of energy.
- Proficiency in Microsoft Office, database management, and social media
- Competency in Adobe Creative Suite and Canva is preferred.
- Bachelor's degree or equivalent experience

Wages: Up to \$27 hourly

PVA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.